

# ACCOUNTS

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## SERVICES

The Division of Accounts:

- ◆ Maintains a file of Official Orders, which serve as documentation of official acts of the Cabinet
- ◆ Serves as the central depository for Cabinet documents relating to project activity, payments to vendors, and other financial transactions
- ◆ Prepares project agreements and submits billings to the Federal Highway Administration for its share of the cost of contracting projects under the Federal Highway Program
- ◆ Performs pre-audit examinations and verifications of all claims against the Cabinet
- ◆ Processes all of the Cabinet's financial documents through data entry/remote entry into the Finance and Administration Cabinet's accounting system
- ◆ Interprets and applies the payroll laws, rules, and regulations concerning employee payroll checks
- ◆ Bills and collects accounts receivable from vendors, state agencies, and the Turnpike Authority of Kentucky
- ◆ Prepares the Cabinet's financial reports, quarterly cash-basis statements, and annual GAAP-basis statements

### **Key Words**

Accounts Payable	Liens, Vendor
Accounts Receivable	Official Orders, Cabinet
Cash-Basis Statement	Pay Documents
Employee Tax Deductions	Procurement Card
Financial Transactions, Cabinet	Travel Vouchers
Imprest Cash	Withholdings, Employee
Inter-Account Bills	